**DISCLAIMER
This manual template is intended to be used by the organisation and is a sample only. It does not negate any organisation from its OHS/ WHS duties within its state. The organisation must adhere to rules and regulations which accompany WHS for its industry also.**

**This document should be completed by the organisation in relation to the WHS / OHS regulations according to Safe Work Australia https://www.safeworkaustralia.gov.au/**

# Instructions

To be completed by organisation

# Responsibilities

(Eg staff who are responsible for implementation of WHS)

|  |  |
| --- | --- |
| WHO | RESPONSIBLE FOR |
|  |  |
|  |  |

# Risk management

This should show what risk management procedures have been undertaken for WHS

# Training

This section should show what training will be undertaken

# Review

This document should be reviewed annually to ensure all risks have been reviewed and mitigated.

## Table 1 – Key Terms used in this document

|  |
| --- |
|  |
| Organisation to complete any further |  |

## Standards in relation to this document

Organisation to complete

|  |  |
| --- | --- |
| STANDARD | WEBSITE |
| Organisation to complete any further |  |

## Reference documents & Websites which MUST be read in conjunction with this policy

|  |  |  |
| --- | --- | --- |
| Doc No | Reference / related Documents |  Location |
|  | Organisation to complete | www.safework.gov.au |

Policy

## Introduction

This Manual is designed to allow blah blah blah

## Legislation in relation to this policy

This should be updated according to the state the organisation is in and changed as necessary.

[Work Health and Safety Act 2011](https://www.legislation.nsw.gov.au/%22%20%5Cl%20%22/view/act/2011/10/part8/div1) - <https://www.legislation.nsw.gov.au/#/view/act/2011/10/part8/div1>

[Work Health and Safety Regulation 2017](https://www.legislation.nsw.gov.au/#/view/regulation/2017/404/whole)- <https://www.legislation.nsw.gov.au/#/view/regulation/2017h/404/whole>

Environmental Planning and Assessment Act- <https://www.legislation.nsw.gov.au/#/view/act/2017/60>

## Scope

This policy and plan apply to all personnel working with name of organisation

## Purpose

The objectives of this policy are to, as far as reasonably practicable:

• achieve a safe and incident free workplace

• consider WHS in (workplace)

• involve workers and subcontractors in the decision-making process through regular communication and consultation

• ensure workers and subcontractors identify and control risks in the workplace

• monitor and review the elimination or control of potential risks

• enhance workers’ WHS knowledge through a program of education and training.

## Success of WHS

The success of our WHS management depends on:

• the commitment of all persons to achieve the policy objectives

• planning work activities, with due consideration given to WHS

• undertaking the risk management process in an effective manner

• communication and consultation between our workers and subcontractors.

To comply with this policy and plan, the Company expects all persons and organisations concerned to be fully committed to achieving these policy objectives as follows:

* to create and maintain a safe, healthy and productive working environments,
* to create and maintain continuous improvement strategies to ensure cost-effective, systematic and proactive WHS management, and
* to ensure compliance with WHS Legislation, Regulations and associated legislation.

# Policy Statement

This policy MUST be read in conjunction with all Work Regulations and Code (Safework Australia, sourced 2018) and documents listed previously (needs to be reviewed and updated)

4.1 To address work related safety, will ensure:

|  |
| --- |
|  |
| Organisation to complete any further |  |

* 1. All personnel will ensure:

|  |
| --- |
|  |
| Organisation to complete any further |  |

4.3 The emergency plan will include:

|  |
| --- |
|  |
| Organisation to complete any further |  |

* 1. Emergency procedures must include:

|  |
| --- |
|  |
| Organisation to complete any further |  |

* 1. PPE will include

|  |
| --- |
|  |
| Organisation to complete any further |  |

* 1. Personnel to be provide and maintain a safe system of work including:

|  |
| --- |
|  |
| Organisation to complete any further |  |

* 1. First Aid: (regulation 42)

|  |
| --- |
|  |
| Organisation to complete any further |  |

* 1. Facilities and the work environment: (regulation 40-41)

|  |
| --- |
|  |
| Organisation to complete any further |  |

Procedures

Workplace Health & Safety Management System (WHSMS) Procedures



****

This section MUST be read in conjunction with the document Managing the work environment and facilities Code of Practice, available at https://www.safeworkaustralia.gov.au/system/files/documents/1809/code\_of\_practice\_-\_managing\_the\_work\_environment\_and\_facilities.pdf

This diagram illustrates the various process associated with the development, implementation and maintenance of cost-effective and pro-active systems approach to implementing an effective Safety Management and Risk Management Program in order to demonstrate Due Diligence and to ensure the Duty of Care requirements of Legislation are met.

**Duty of Care**

 Management Commitment

[Authorities, Responsibilities]

**Risk Management**

Identify Hazards

Assess the Risks

Control the Risks

Monitor Outcomes

Keep Records

Safety Management System

Safety Inspections

WHS Training

**Injury Management**

Injury register

Reduction of injuries and return to work at the earliest possible time

**Performance Measurement**

Internal reviews,

Onsite Audits

#

#

# Process

|  |
| --- |
|  |
| Organisation to complete any further |  |

## Process- Risk Management

(regulation Sections 297, 32-38)

Read this section in conjunction with the Construction Work Code of Practice (Safework Australia, sourced 2018)

|  |
| --- |
|  |
| Organisation to complete any further |  |

## Process – WHS Management Plan

Read this section in conjunction with the Construction Work Code of Practice (Safework Australia, sourced 2018)

|  |
| --- |
|  |
| Organisation to complete any further |  |

# Process – Safety training

|  |
| --- |
|  |
| Organisation to complete any further |  |

# Process – WHS Training

|  |
| --- |
|  |
| Organisation to complete any further |  |

# Process-Emergency Planning

Read this section in conjunction with the Work Code of Practice

|  |
| --- |
|  |
| Organisation to complete any further |  |

# Process- PPE

|  |
| --- |
|  |
| Organisation to complete any further |  |

# Process-Facilities

|  |
| --- |
|  |
| Organisation to complete any further |  |

# COVID-19 Strategy

A separate policy should be written to support staff during COVID-19 Pandemic.

|  |
| --- |
|  |
| Organisation to complete any further |  |

Appendix-templates

1. WHS Management Plan
2. Onsite Personnel Training & WHS Register
3. Incident Report Register
4. Training Plan

# WHSM Plan template - Manager to complete before commencement of contract

|  |  |  |  |
| --- | --- | --- | --- |
| **THE ORGANISATION**  | **ABN**  | **PHONE** |  |
| Site Location |  | Project Manager  |  |

|  |
| --- |
| RESPONSIBILITIES |
|  |  |  |  |
| Health and Safety Officer |  |  |  |
| First Aid Officer |  |  |  |

|  |  |  |
| --- | --- | --- |
| RISK MANAGEMENT PLAN | Completed/date | Key personnel required |
| Risk Management  |  |  |  |
| Onsite list of workers |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| TRAINING |  |
| Induction training for all personnel? | Onsite training required  |  |

|  |
| --- |
| **PAGE 2 WHS Management Plan**  |
|  |
| Noted /Attached? | Y/N |
| Work environment safety plan |  |
| Workplace security and public safety plan |  |

|  |
| --- |
| EMERGENCY/INCIDENTS |
| Emergency Plan | Emergency procedures  |
|  |  |
| Incident Plan |  | PPE needed (list) |  |
| Site Specific rules |  | First Aid Arrangements |  |
| Falling objects noted and assessed? |  | Provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage |  |
| **PAGE 3 WHS Management Plan**  |
|  |  |

|  |
| --- |
| COMMUNICATIONS PLAN |
| WHO | HOWEmail/face to face/phone | FREQUENCY | PURPOSE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |